

# Global Child Staff Policy Handbook



## Employee Evaluation Criteria

All staff members are evaluated based on the following criteria:

- Respect for the school environment and its property
  - Respect for learners' property.
- Adherence to the school's defined rules and policies, as outlined in this handbook.
- Effective classroom management, including the management of children and the classroom environment.
  - Maintaining a professional appearance.
  - Diligent lesson planning, preparation and effective lesson delivery.
  - Demonstrating initiative and a willingness to go above and beyond.
  - Ensuring high-quality engagement with both parents and children.
    - Establishing a positive working relationship with management.
- Complying with the guidelines, policies, and regulations outlined in this handbook.



## **Employee Amendment Notification**

Global Child maintains the prerogative to revise any section of this Employee Handbook at its discretion and for various reasons. Employees are also responsible for ensuring compliance with the policies and procedures outlined in the updated handbook.

## **General Policies and Performance Evaluation**

Employees are encouraged to thoroughly familiarise themselves with the policies delineated in this Employee Handbook. These guidelines form the cornerstone of employee evaluations. Contract renewals and considerations for pay increases hinge upon an employee's commitment to upholding these policies. Conversely, non-compliance may result in disciplinary actions, including the potential for termination.

## **Confidentiality**

Preserving confidentiality is of paramount importance. All personal information, encompassing benefits, salary data, financial discussions, as well as records and files, must be treated with the utmost discretion. It is a violation of our policy for any employee to divulge confidential employment-related information, such as salary particulars or proposed salary adjustments. Similarly, soliciting such information from fellow employees is strictly prohibited.



# Cell Phone Usage Policy During Preschool Duty Hours

## **Purpose:**

The purpose of this policy is to ensure a safe, focused, and nurturing environment for children attending our preschool. Cell phone usage by preschool teachers during duty hours can potentially detract from their responsibilities and compromise the quality of care and supervision provided to the children. This policy is designed to maintain a professional and distraction-free atmosphere, prioritising the safety and well-being of the children.

Children have died in South African pre-schools while care-givers were on cell-phones. These teachers are under investigation for manslaughter (murder)

## **Prohibition of Cell Phone Usage:**

Preschool teachers and staff are prohibited from using personal cell phones during instructional hours and while they are responsible for the care and supervision of children. Instructional hours include all scheduled activities, playtime, and educational sessions (any time outside of a lunch break). All staff are to hand in their cellphones upon arrival at work to the manager who will store them in a safe until lunch break or end of work shift.

If a staff member is found to be handing in a “dummy phone” while having another cellphone on their person this is grounds for disciplinary action which may include dismissal.





## **Emergency Exceptions:**

In cases of genuine emergencies or urgent matters that require immediate attention, staff may use their cell phones discreetly and briefly in the office ONLY. However, this should be done with minimal disruption to the classroom and under circumstances where the safety and well-being of the children are not compromised. Staff members are requested to give the school cell phone number to their family members/ relatives to be used as the designated contact number during work hours.

## **Designated Breaks and Areas:**

Cell phone usage is only permitted during designated breaks or in designated areas where it will not interfere with child-care responsibilities. No breaks must be taken in areas where children are playing, especially where a cellphone is present.

## **School Resources as School Property**

At our institution, school resources are considered school property. Teachers are encouraged to actively engage in projects aimed at creating decorations and resources for the benefit of the school community. It's important to note that materials produced by employees using company resources or during company hours are the exclusive property of Global Child. This encompasses items such as flashcards, posters, Montessori nomenclature cards, decorations and more.

It's crucial to keep in mind that these resources are crafted utilising Global Child's materials, which represent a financial investment on the school's part and are essential for implementing our curriculum effectively. Appropriating these materials and resources for personal use, including taking them home, is theft of company resources.

## What is active monitoring?

**Supervision:** Teachers are present and vigilant, keeping a watchful eye on all children to identify any potential risks, conflicts, or issues. This includes being physically present and attentive to the activities of the children.

1. **Safety:** Teachers actively ensure that the playground/ classroom is a safe and secure environment by regularly inspecting equipment, play areas, and surfaces for potential hazards and promptly addressing any safety concerns.
2. **Behavior Management:** Teachers actively observe and guide children's behavior, encouraging positive social interactions and addressing conflicts or misbehavior using positive discipline strategies.
3. **Inclusion:** Teachers actively ensure that all children, regardless of their abilities or backgrounds, are included in playtime activities, and they may provide extra support or accommodations as needed.

## What is Active Engagement:

Active engagement with a child refers to the teacher's deliberate and purposeful involvement in a child's learning and development. It encompasses a range of practices and behaviors aimed at capturing a child's attention, maintaining their interest, and facilitating their cognitive, emotional, and social growth. Active engagement involves continuous interaction, feedback, and support to maximize a child's learning experience.

## What Active engagement looks like:

- Actively assisting a child with their worksheet or project (asking them questions, guiding them & being part of the project not a passive observer.
  - Actively walking around a class & playground to monitor the children's interactions & safety.
- Actively preventing a dangerous situation or conflict BEFORE it develops-for example if a child is seen to be running with a stick, taking that stick away before the child injures themselves or another child; or actively stopping hurtful dialogue about another child's appearance etc.

## What active engagement does not look like:

- sitting with your back resting on the wall while the class runs amock
- sitting with only one child on your lap (this does not justify letting the larger class being ignored/ not actively engaged with
  - talking to other teachers while the children do what they want
  - Letting the children harm each other either physically or verbally
  - Letting the children put themselves or others in dangerous situations
    - letting the children gossip or say hurtful things to each other
- coming unprepared to a lesson, being dis-engaged, letting the class just do what they want with minimal input



## INJURY/ & INCIDENT POLICY

**The school & the child/rens parents need to be informed of an accident, injury or incident.**

**what is an accident/injury**: a child gets injured during the course of a normal daily activity & there was no conflict with any other child-for example a child is running & falls or two children bump into each other by mistake during movement& dance time.

**what is an incident**: a child either physically or verbally causes distress to another child-for example a child hits/punches/kicks/trips or bites another child on purpose, says something inappropriate or hurtful (such as swearing, threatening a child, calling the other child a name, makes a racial statement, uses sexualised language, touches another child inappropriately or says anything that can be construed as bullying or aggression).

**Any accidents/ injuries or incidents must be reported to the director & Manager immediately.**

A photograph of an injury or bite must be posted on the managers What's App group.

A description of how the injury or incident occurred, who was involved and the context must be included along with the photograph of the injury (if applicable) on the managers whats app group.

For minor injuries a message informing the parents of the injury must be sent on the family whats app group after the injury has been contained. Any written communication to the parents must be approved by the Director or Manager before being posted on the family whats app group. In the event of injuries that are deemed to be serious the manager must immediately facilitate communication with the parents via a phone call.

**Managers must write a injury or incident report with input from applicable supervising teacher immediately following the event.**

A copy must be made of the accident /incident report must be saved in the child's file or in the report file

The content of the injury/ incident report must be approved by the Director or Manager before being presented to the parents.

In the case of a scrap or cut it must be immediately disinfected with the provided anti bacterial disinfectant & cotton wool with a plaster applied.

This must be done wearing gloves. The gloves & cotton wool must be safely disposed of in a sealed dustbin.

**No matter how small the injury it must be reported as outlined above.**

## **DIVIDE AND CONQUER DURING CLASS TIME**

Global Child practices “divide and conquer” at ALL times! In a class context this means that the children must be divided EQUALLY between the teachers. So if there are 20 children in the class and with two adults, this means that 10 children must be with the class teacher and 10 children must be with the other teacher working in different spaces.

## **DIVIDE AND CONQUER ON RAINY AFTERNOONS**

If it is raining in the afternoon and the children cannot play outside then the children must be divided EQUALLY among all the staff members present and looked after in different classrooms. For example, if there are 30 children are present with 5 staff members working then each staff member needs to look after 6 children only. Each group of 6 children and a staff member must be stationed in different classrooms or as best determined by the manager.

## **CRYING CHILDREN**

The teachers responsibility is to the whole group. If there are one or more children who are crying due to separation anxiety one of the teachers in the group is responsible for taking the crying child/ren to a different area (away from the rest of the class) to soothe and actively engage them in projects. A crying child sets off the rest of the class especially at the start of a new school year.

## **FOLLOWING THE SCHOOL TIME-TABLE**

It is the responsibility of each staff member to ensure that they have received a timetable from the manager & that this timetable is followed throughout the day. The time-table has been carefully designed to ensure an even distribution of children on the playground & in the classrooms (ensuring an ordered & safe environment) as well as to keep them engaged & stimulated. Global Child takes its time-table extremely seriously & following this is a core job requirement.





## PEACE CORNER/ TIME OUTS

Global Child staff are expected to practice “time ins”. We do not use the naughty corner, peace corner or time outs.

### **Let’s look at the differences between time out and time in:**

The traditional time out is when a child is told to go somewhere (like a chair or facing a wall), alone for a determined number of minutes. Often parents are told to withhold attention and ignore any cries or requests from the child when using a time out. Although the time out tactic can potentially prevent a behavior from occurring in the moment it can also make children feel abandoned, rejected, frightened and confused. Just know that timeouts do not actually help children learn to regulate their emotions or help them learn moral values like right from wrong.

Often, time outs lead to more power struggles. There alternative to time out that is practiced at Global child is **Time IN:**

The tool called time IN is when a child that is having a difficult moment is kindly invited to sit somewhere, near by a care giver to express their feelings and eventually cool down. During the time in, teachers are encouraged to empathize with the child’s feelings and often just quiet connection is all that is needed until the storm has passed. It doesn’t mean that you must let your child continue with a behavior that is inappropriate. The time in gives you the opportunity to really connect and then address whatever change needs to be made.

### **Reasons Time IN works:**

- \*children are likely to feel that their needs are being considered
- \*there can be connection between teacher and child before a correction is presented
- \*children are given time to properly process a range of feelings
- \*teachers don’t feel out of control or create a power struggle to keep child in the time out.
- \*children don’t feel isolated, shamed or scared
- \*It gives teachers and children an opportunity to talk about the real issue at hand.





## RESPECT FOR THE CHILDREN

When speaking to an individual child, employees should be at their eye level.

Do not shout across the classroom or playground at children. If you need to get an individual child's attention you need to walk to the child, bend down to the child's eye level & talk to them in a normal voice.

Always respect the child by not discussing him/her in his/her presence.

Be aware of your tone when speaking to a child-harsh tones are not permitted. It is non negotiable that children are spoken to in a calm and pleasant tone. If a child is engaged in aggressive or destructive behavior it is essential the teacher corrects the behaviour by speaking to the child at their eye level while maintaining a calm and pleasant tone.

Do not pick up or hold a child from their arms or elbows. The proper way to pick a child up from a sitting position is by their torso.

Name calling will not be tolerated. Employees are not allowed to make negative statements towards a child. The words "stupid", "lazy" or "naughty" or anything along these lines are not allowed to be directed towards a child.

We do not use the words "naughty corner." We never say that the "police man" will come & take a child if they are misbehaving or that they will go to jail.

**We never hit, smack, belittle, psychologically threaten or intimidate, tease, pinch or hurt a child in any way.**

**It is a CRIMINAL OFFENSE To hit, pinch, push, smack, beat, through objects at, shake, squeeze or manhandle a child in any way. It is a CRIMINAL OFFENSE to emotionally abuse a child through insults, swearing, threats, shouting or in any other way-you will be reported to the police if seen to engage in any behavior that could be construed as abusive.**

## **STAFF EVALUATION**

The Director will give an evaluation as needed of the following: Qualifications, attendance, strengths, weaknesses, performances, interaction with children, interaction with parents, children and staff, housekeeping, meeting deadlines.  
Performance evaluations are designed to be helpful in improving job performance, wage increase and promotion.

## **APPEARANCE**

To be respected as a professional, employees must present themselves in a professional manner and have a professional appearance. Dress code is smart-casual.

Guidelines:

Undergarments should not be shown (this includes undergarment straps)

Hair should be pulled back away from the face

No beanies, caps or hats to be worn

No skirts above the knee are allowed.

No slippers

No excessive make-up is allowed

No cleavage revealing shirts may be worn

No gum chewing

No Foul Language

Fingernails should be short and clean

Dangling earrings or large jewelry items should not be worn

Strong fragrances should be avoided

To work in our childcare facility you must be able to bend, crawl, lift, and stretch and at no time during these activities should your underclothing be shown.

Clothing that is not permitted for employees are sleeveless shirts, mid drift revealing tops, spaghetti strap tops, cut off shorts, flip flops, low cut pants, & skin tight leggings unless worn with a skirt.

Clothing that is soiled, unlaundered or ripped is not permitted.

Please do not wear clothing with logos or offensive or inappropriate writing. Global Child staff and learners go outside rain or shine and having the seasonally appropriate dress is mandatory. Please model the seasonally appropriate dress and attire.

## **MARKS, RASHES, BRUISES ON CHILDREN**

If a child comes to School with any marks, scratches, rashes or bruises that the parent did not mention on drop off the class teacher needs to take a photograph of the area in question and post the photograph on the teachers whats app group. The Manager must then contact the parent in question to determine if they are aware of the mark/ rash and document the parents response.

## **SUPERVISED BATHROOM BREAKS**

**For safety and hygiene no children are to be allowed to go to the bathroom unaccompanied.** Teachers are in charge of taking children to the bathroom as needed. For privacy reasons the class assistant must ensure that the door is closed while the child is using the toilet.

Teaching staff must offer any additional help to ensure that the child follows proper hygiene practices including any religious hygiene practices. Teachers must ensure that the child washes his or her hands with soap and dries them after using the toilet.

## **CHILDREN NOT ENROLLED IN EXTRA MURALS WATCHING EXTRA MURALS**

Children who are not enrolled in an extra mural are not permitted to watch the extra murals that they are not enrolled in. This is a safety concern as the extra mural coach in question will not be available to supervise the child in question. This means that the child watching the extra mural will be considered an unsupervised child. An unsupervised child is a child at risk.

If a child is not enrolled in an extra mural they cannot take part in it as their parents have not given their permission-this is non negotiable no matter how much a child seems to want to do the extra mural-we cannot violate the parents consent.

## **School Resources as School Property**

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It's crucial to keep in mind that these resources are crafted utilizing Global Child's materials, which represent a financial investment on the school's part and are essential for implementing our curriculum effectively. Appropriating these materials and resources for personal use, including taking them home, is theft of company resources.

## **Gifts Presented to the School by Parents**

In instances where parents generously present gifts and resources to the school, it's imperative to recognise that these items also fall under the ownership of the school. These contributions, whether they be educational materials or other resources, are intended to enhance our learning environment and remain assets of the school. This policy ensures transparency and accountability regarding school property and the contributions made by our dedicated parents.



## **Procurement of School Materials**

Any materials intended for purchase by an employee on behalf of the school must receive prior approval. To facilitate reimbursement, the employee is required to submit an original receipt that exclusively itemises the school-related purchase, without any inclusion of personal items. Please note that purchases made without prior approval do not guarantee reimbursement.

## **Management of Learners' Work and Documents**

Each piece of learners' work must bear the learner's name. Accuracy in spelling, verified against the class list, is of utmost importance.

Dry artwork should be promptly placed on learners' clipboards to ensure proper preservation or if no clip board available be sent home with the learner at the end of the day.

It is imperative that no pieces of paper, artwork, learner reports, learner assessments, or any other paperwork are left unattended anywhere within the school premises, including cupboards.

Cupboards are designated exclusively for the storage of school materials. They are not intended for the storage of personal effects belonging to employees, learners' belongings, or artwork. This policy helps maintain organized and efficient use of our storage facilities.



## Responsibilities for Maintaining a Clean Environment



It is the collective responsibility of all employees to uphold the cleanliness standards within the school environment.

Brushes and paint palettes must be promptly cleaned. In cases of spills, whether involving paint or food, teachers need to wipe the area clean immediately.

All teachers bear the responsibility of ensuring that tables are thoroughly wiped down both before and after meal times. This task should be carried out using a designated cloth and a solution of Sunlight liquid and water. Additionally, teachers must ensure that any food debris on the ground is promptly swept up after learners have finished eating.

During art activities, it is incumbent upon teachers to cover tables with protective tablecloths. Learners engaged in drawing activities should be provided with trays for their work.

To maintain order and tidiness, caregivers should diligently arrange apparatus in a neat manner upon leaving a classroom.

All used plates and dishes should be transported to the sink for washing. It is vital that no dishes, food packets, or cutlery are left outside the designated scullery area.

Immediate disposal of food packaging is mandatory, and all dishes and cutlery must be promptly taken to the kitchen

In the spirit of shared responsibility, if any caregiver notices displaced apparatus or a book on the floor, they are encouraged to return it to its rightful place. This applies equally to chairs that have not been pushed back into their designated positions and any disarrayed carpets.

Upholding the cleanliness and orderliness of our environment is a responsibility shared by all, reflecting the collective commitment to our school's pristine ambiance.

### **HEATERS:**

Under no circumstances should heaters be unplugged or relocated at any time. The act of moving heaters presents a significant safety hazard and has previously resulted in damaged heaters. It is the responsibility of the teaching staff to ensure that all heaters are powered off before departing the school premises in the afternoon.

### **FURNITURE:**

The arrangement of furniture has been thoughtfully designed, and no alterations should be made to its placement at any time.

The outdoor tables are to remain in their designated positions, which have been intentionally selected. These tables must not be relocated under any circumstances.

The furniture items are intended for children, including chairs, tables, and stools & is not designed to support the weight of adults.

### **HOT WATER AND KETTLES:**

Hot water presents a significant safety concern, and therefore, it is strictly prohibited to store hot water within the reach of children or in areas accessible to them.

The kettle must not, under any circumstances, be removed from the staff room or the kitchen area situated outside the school building.

If an employee needs to use boiling water for activities such as making playdough, this may only be conducted in the designated kitchen area only (away from children).

Employees are not allowed to carry cups or mugs containing boiling water while moving around the premises.





## **BREAKAGES:**

In the event of any breakage occurring within the classroom or on the playground, including apparatus, fixtures, furniture, or jungle gym, the staff member who identifies the damage is responsible for promptly reporting this to the manager. The manager must then capture a photograph of the broken item. This photograph must be shared promptly on the school management WhatsApp group.

The accompanying message should include pertinent details, such as the circumstances leading to the item's breakage, the staff member or child involved, and any actions taken to ensure the area's safety, if applicable. If the broken item requires storage, the message should specify the designated storage location.

## **DELIVERY OF MAIL TO THE SCHOOL**

Please do not use the Schools address to receive any items either by courier or mail.

## **POURING NON LIQUIDS SUBSTANCES DOWN THE DRAIN**

As part of the work cycle the children many work with various substances such as sand, clay, rice etc. These substances are to be disposed of properly by placing them in a plastic packet and throwing them away in the dustbin. Under NO circumstances are non liquid items to be thrown down the drain. In the past GC has discovered beach sand and other items poured into the drains after lessons- this is strictly prohibited.

## **DRYING OF CLOTHS, CLOTHES AND TABLE CLOTHS**

Please only use the provided washing line to dry cloths, table cloths and wet clothes from children. Under NO circumstances are any wet items to be hung over the pool gate or over any trees or shrubs.

## **TABLE CLOTHS**

Table cloths must be used on the tables during work cycles for any messy activities involving paint, ink, play dough, glue or anything else that could cause marks on the tables. If the children eat inside due to bad weather conditions then table cloths must first be laid down over the table

## **DISPLAY JARS**

The glass jars on the shelves that contain various stationary items are simply display jars. Children and teachers are not permitted to remove any stationary items from the jars. Each classroom is provided with “working trays” where all their day to day stationary items are included.

## **SCHOOL DECORATIONS/ ART OBJECTS/ ORNAMENTS/ FIXTURES**

Under no circumstances are the decorative ornaments/ fixtures that are found in each classroom to be removed from their allocated positions. These items are costly, often cannot be replaced & arranged with much thought. These are not to be used in set up photographs or for any other purpose.

Under no circumstances are the glass display jars to be used for any activities or removed from their position.

## **POLICY ON LIGHTS**

The full day teacher must switch on the outside light when leaving in the afternoon. The teacher arriving first in the morning must switch this light off in the morning upon arrival.

All lighting inside the school must be switched on by the teacher who arrives first in the mornings. No lights must be left off. We want a bright, happy school.

The school must remain bright and cheerful until the last learner has left the building-even if the parent in question is slightly late to collect the child. This means that ALL the lights must be left on until the last child has left the building. Switching off lights throughout the school before all the learners have left sends a message to the parents that the employee does not want to be looking after their children. This is NOT permitted.



## **POLICY ON WINDOWS AND DOORS**

In cold weather doors and windows must be closed to create a cosy environment. In hot weather fresh air is essential-thus windows and sliding doors must be opened.

## **POLICY ON PLUG PROTECTORS**

Plug protectors must be replaced into any plugs if removed immediately.

Unprotected plugs can be deadly. Each teacher is responsible for checking their classrooms in the morning upon arrival to ensure that plug protectors are inserted.

## **NO PRESTICK**

The School is a Prestick free school. Prestick leaves oily marks on the walls that necessitates an entire repaint of a classroom. It's use is thus strictly prohibited. As a rule GC likes to keep its walls minimal without the addition of decoration.

The provided clip boards and documentation boards are for the display of the children's art work.

## **CLASS ART WORK BOARDS**

Each class has clipboards in their classroom that must be used to display the children's art work. It is the responsibility of the class assistant to update these boards in a neat fashion every day. No art work of children is to be left lying around anywhere in the School.

## **COLOURING IMAGES**

Only high resolution colouring pages may be used. When looking for colouring pages please use the search function on the computer to choose high resolution images. No pixilated images are permitted.

Please avoid Disney coloring pages or anything that can be construed as gender stereotyping. GC provides stock of approved colouring images-if this has run low please contact the Manager to arrange more.

## **PENCILS**

Pencils on work trays must be sharpened at all times.

## **WORK TRAYS**

Work trays (the stationary trays) must be kept neat and ordered at all times. This means that only pencils must be kept in pencil trays; only crayons must be kept in crayon trays; only scissors must be kept in scissor trays etc.

## **DRIVEWAY GATE POLICY-linden**

Only the full day teacher may open and close the school driveway gate. The teacher needs to be highly vigilant during this process.

1. The teacher must close the gate immediately after a parent has driven into the property.

2. The teacher must only open the gate for a leaving parent when they have driven down to the gate

**3. Leaving the gate open for more than the above time frames puts our parents, children and staff members at risk from serious crime**

4. The full day teacher opening and closing the gate must ensure that they have a clear line of sight of the gate- under NO circumstances can the gate be closed or opened unless it has been visually conformed that no pram, pedestrian or car is passing through the gate.

Do not close or open the gate partially-it must be allowed to run the full length of opening or closing-failure to do this causes the gate to bounce back



## **KEYS IN SECURITY GATE**

The front security gate keys may not be left in the gate at anytime!

No staff member is permitted to leave keys in the front security gate even for a brief period! Leaving keys in the security gate poses a serious risk to the children.

If the keys are left in the security gate a children may open the gate and leave the saftey of the building. Alternatively parents or other service providers may reach in to open the security gate to let themselves in and not secure the gate behind them, posing a serious danger to the children in our care.

If a staff member needs to leave the main school building it is essential that they either take a set of keys with them or ask another staff member to open and close behind them.

## **HANDLING OF FOOD**

When heating, plating, dishing, handling or serving food from the school meal program gloves must be warn at all time. A hear net & apron must additionally be worn.

## **USE OF OVEN/STOVE**

This is strictly limited to the authorised school cook solely for the purpose of cooking for the children on the meal programme. No staff food may be warmed up on the stove even in the event of load-shedding. We have gas stoves & gas can be deadly-therefore its use is restricted.



## **DIAPER CHANGE GLOVE POLICY**

Gloves must be worn at all times for a diaper change. The person doing the diaper change must wash their hands before the diaper change, put on protective gloves for the duration of the diaper change & then safely dispose of the gloves after EACH diaper change in the diaper dustbin. NO re-using of gloves for another diaper change. The staff member must then wash their hands with soap & water after the diaper change.

## **AUTHORISED COLLECTION**

A child cannot be released to an unknown individual without contacting the parents first to determine if the pick up is authorized. Parents must be asked to provide the ID or car reg or drivers license of the individual in question in order for the teacher to verify their identity before release of the child.

The manager or teacher on door duty needs to request that the parents send either the authorized individuals IDENTITY NUMBER or drivers license. Please do not ask for a photograph as photographs may be be indistinct. The drivers license number or ID needs to be verified against the physical copy of the drivers license or ID of the authorized individual.

## **WALKY TALKIES**

The teacher on door duty as well as the staff members outside must be equipped with walk talky's. The teacher on door duty must rather use the walk talky to inform the staff members outside that a parent has arrived. The staff members outside must escort the child in question inside. It is the teacher in door duty responsibility to ensure that the walk talky's are plugged into the charging station for the next day.



## **ALARM**

It is essential that the full day teacher leaving the premises turns on the alarm before leaving the school property. If for any reason the alarm will not activate the Director or Manager must be notified of this.

## **UNSCHEDULED TOURS**

The Director or Manager of the school will always let staff members know in advance if there is a tour scheduled at the school. Do not under any circumstance permit entry to someone saying they are at the school for a tour unless you have been notified of this by the Director or Manager.

## **UNSCHEDULED VISITS BY SERVICE PROVIDERS**

The School makes use of the services of a select group of service providers. The School will let staff know in advance if a service provider is scheduled to visit the school. Under no circumstances are service providers who are not on the list of authorized providers be admitted entry into the School.

## **POLICY ON THE REGISTER**

The completion of staff & learner attendance register is compulsory.



## **SUPERVISION**

Children should never be left unattended, if you must leave your classroom, please call another staff member to relieve you.

Children should be supervised very carefully on the play ground. Both the school assistant and teacher must be present at all times when the learners are outside.

Leaving a child alone is negligence as they may be hurt, injured or engage in risky or dangerous behaviour.

## **CHILDREN MUST BE SEATED AT TABLES WHERE POSSIBLE**

When children are engaged with the work cycle or playing with blocks etc. they must be seated at their work tables ( all available tables/ chairs must be used before children are seated on the ground. This applies to the afternoon time as well when the children come inside.

## **YOUTUBE VIDEOS**

No youtube videos are to be shown to children. The School's parents as a rule do not want their children to view any TV at School.

No youtube videos are to be shown to children to demonstrate moves etc at any point. It is the teachers responsibility to learn the dance moves to demonstrate to the children.

Staff are not permitted to watch any movies or youtube videos in the office.





## **SCHOOL FUNCTIONS**

All teachers must assist in the development of and participate in school functions, including but not limited to Open Days, Parent Orientations, and the School Concert.

The School reserves the right to add additional school events to its calendar

## **REPORTS**

A report declaration must be submitted along with the report. The report declaration states that the teacher has checked that the child's name is spelt correctly and that all information is correct (grammar, spelling, observations)

The teacher must participate in the assessment, writing of the learner's progress reports & as well as each learner's school portfolios.

## **TEMPERATURE VERIFICATION**

If a child feels warm or is listless/ lethargic their temperature must be taken using the Schools thermometer. If the child's temperature is 38 c or more their parents must be contacted for an immediate collection.

A photograph of the temperature on the thermometer must be sent on the managers whats app group.



## **ONLY CHILDREN ON MEAL PROGRAMME TO BE GIVEN SCHOOL FOOD**

Under no circumstances are children who are not signed up by their parents to the meal programme allowed to receive school food even if they ask for it or look hungry. This is an issue of parental consent & a very real allergy concern that under no circumstances can be violated based on the subjective feelings of staff. Again, simply put if the children are not signed up for a specific meal option they are not allowed to receive it. If a child does not have enough lunch this must be drawn to the attention of the manager who will contact the parents & gain their express permission to give the child a meal from the school.

## **SOILED CLOTHES**

if a child has an “accident” and his or her parents have not packed an additional change of clothing it is imperative that the class teacher requests that the parents drop off a new set of clothing immediately.

Soiled clothes must be placed first in a plastic bag and then in the child’s bag.

A message must be sent to the parents stating that the child soiled their clothing and that the soiled clothing items are in their bag.

## **CLOTHING AND WEATHER**

Parents understandably become concerned if a child comes home on a cold day without a jacket or alternatively on a hot day wearing a thick jersey or jacket. It is both the class teacher and assistants responsibility to ensure that jackets/ jerseys are added or removed as necessary.



## **NICKNAMES**

Unless a parent has given express permission to call a child by a nickname we must use the given name of the child-please no pet names or shortened names-unless otherwise indicated this is unprofessional & parents do not like this at all.

## **UNSAFE CONDITIONS**

Employees must correct unsafe conditions as soon as they become aware of the unsafe conditions. If the unsafe condition is not immediately correctable, the employee must report this condition to the Director and remove the learners from the area.

## **CLEANING PRODUCTS**

No cleaning products or buckets of water may be left on the floor or at child height! Cleaning products are dangerous chemicals that can cause serious injury or death to a child if left in an accessible region.

## **CLEANLINESS OF THE LEARNERS**

Teachers must be vigilant for “poo nappies”. If a poo nappy is detected the child must be changed immediately. It is the responsibility of each class to follow the nappy change schedule. The time the child was changed must be noted on the allocated diaper change register.

Upon each parents arrival the teacher must check the learner’s nappy to ensure that the learner has not soiled the nappy since changing.

We must always remember that a parent wants to pick up their child with clean diapers, clean nose and dry clothing. They do not like missing shoes or socks, runny noses, wet clothing, dirty diapers at time of arrival to pick up their child.



## **BLOOD BORN PATHOGEN SAFETY**

When handling body fluids of any kind, including blood from a scrape, cut or bloody nose gloves must be worn. Immediately after handling body fluids or blood, hands must be washed and sanitized.

Always practise universal precautions. Treat all blood or body fluids containing blood as infected with HIV or HBV.

Hand washing: Thorough hand washing with soap and water is the simplest most effective precaution and should be done by caregivers and children. Intact healthy skin is the best defence against infection. Open sores, skin lesions and broken skin must be covered with waterproof dressings until healed.

Care givers must use latex gloves or plastics packets to cover hands when contact with blood is a possibility, e.g. dealing with bleeding injuries, open sores, skin lesions, broken skin, cleaning up blood spills or handling of blood soiled items.

Gloves, plastic packets and absorbent paper should be kept in particular areas of the facility so that they are easily accessible when required, but out of reach of children.

Children from a very young age must be taught never to touch other people's blood or body fluids. Children should be trained to manage their own bleeding e.g. nosebleeds and minor cuts and grazes.



## **DISPENSING MEDICATION**

Global Child does not dispense medication to a child unless in extreme circumstances.

If a parent wants you to give their child medication simply answer: Unfortunately the school's policy does not permit me to dispense medication as we are not authorised medical personnel. You are welcome to give your child some medication before you leave but I cannot keep medication on site or give your child medication.

## **SICK CHILDREN**

Children who become sick should be taken to the office immediately & the Manager must call for immediate collection.

Immediate collection criteria:

Temperature above 38 C

Diarrhea

Vomiting

Lethargy

Abnormal breathing

Rash with fever

Mouth sores

Requiring more care than the teacher can reasonably give while caring for the other children in class

A physician has diagnosed the child with a communicable disease



## **KEEPING CHILDREN'S HANDS AND FACES CLEAN**

It is essential that children's faces and hands are kept clean throughout the day. It is mandatory that an inspection of hands and faces is done before a child is collected. Hands and faces must be wiped either with wet wipes or with a clean cloth in a very mild soapy water solution with a small amount of disinfectant.

## **LARGE JUNGLE GYM**

No children under the age of 3 are allowed to use the large jungle gym.

Staff members must pro-actively prevent children younger than 3 from using the large jungle gym.

## **SLEEP TIME MONITORING**

Teachers must be vigilant monitoring children during sleep time.

Children are not allowed to jump on the sleep mats under any circumstances. All children must have a sleep mat to lie upon.

Soft classical music **MUST** be played to soothe the children.

All children should be covered by a blanket for rest time. Children are never permitted to have their faces covered for any reason. In the event they cover their head themselves immediately take it off.

Make sure all diapers are changed and all other children use the bathroom before and after nap.

Children are not permitted to share blankets.

Children must sleep "head to tail" to prevent germ spread

All sleep mats must be labelled with the child's name to prevent spread of germs & only used by the applicable child.

## **DIAPER CHANGING POLICY**

Only one child may be sent for diaper changing at a time. This is essential to ensure the safety of our children- unattended children are children at risk. Refer to hygiene policy above regarding steps to be taken during a diaper change

## **COMMUNICATION WITH PARENTS**

Employees are expected to greet a parents warmly with friendly smiles and a “hello-how are you?”

You may not discuss any child with anyone other than the parent. This includes the teachers who are not directly involved with that child.

Teachers must limit negative remarks to parents about their children. If the parent does need to be informed about a chronic or serious problem please contact the Manager and Director who will then liaise with the parents. Only the Manager is permitted to raise these matters with the parents.

Other than answering general questions about a child and their day, all questions may be referred to the Director or Manager for answering.

## **HOW TO WELCOME A CHILD IN THE MORNINGS**

Parents and children respond well to warmth and affection. As a rule teacher on door duty need to offer a cuddle to a child who is arriving and warmly greet their parents. Also convey warmth and affection to the child and the parents. If a child is crying offer to hold & comfort the child. If a parent enters the playground staff members must greet them.

## **HOW TO ENGAGE WITH A PARENT AT COLLECTION**

Parents need to know how their child’s day was. All teachers need to be aware of the children in other classes so that they can give the parents a brief, positive run down of their child's day if they are on door duty.

It is essential that some information is conveyed to the child’s parents about the child's day. in a warm and enthusiastic manner

## **COMMUNICATION CHAIN**

Any communication beyond the day to day activities of the child must be referred to the Manager or Director. This refers to both in person communication and communication on the whats app groups. If a parent verbally asks a question that is beyond the scope of day to day activities the teacher or assistant must simply reply that they will liaise with the Manager and revert back to them.

## **CHILDREN ABSENT MORE THAN 3 DAYS**

If a child has been absent for more than 3 days and the School has not been notified of the absence the class teacher must notify the Director and Manager and contact the parents via the family whats app group to inquire of the child in question is alright.

## **STAR CHART TO EASE SEPARATION ANXIETY**

Children often need concrete reinforcement when dealing with separation anxiety. To this end GC uses a star chart. Teachers need to explain the use of the star chart for separation anxiety and implement its use on a daily basis if a child is experiencing separation anxiety upon drop off.

## **FREE ROAMING PARENTS**

Parents (like children) are never to be left unattended at GC-they then need to be accompanied by a TEACHER OR MANAGER AT ALL TIMES.



## **HAND WASHING POLICY**

Teachers & Assistants are expected to assist the children with washing their hands in the following situations:

-After going to the toilet -Before Eating

-After coming in from the playground

-in any other situations where the child's hands are soiled

Teachers & Assistants are expected to wash their hands regularly throughout the day. Washing hands after going to the toilet, doing a diaper change or handing food (all with gloves) is mandatory.

## **MEAL TIMES SNACKS & LUNCH / FOOD SERVICE**

Morning and afternoon meals/ snacks are served at Global Child to learners on the meal program.

It is not acceptable to merely ask the learners if they are hungry or not. The learners must be seated and presented with the meals/ snacks each day. If any food items need to be warmed, the Meal Time Assistant may warm these items in the microwave.

It is the responsibility of teachers to feed the children

Responsive feeding is a term to describe the recommended way to feed babies and children by interacting with them. This includes looking into their eyes and smiling, and using gestures and sounds to encourage them to interact with the person who is feeding them. It also includes active encouragement, which is assistance given to a young child to encourage them to eat. This includes praising, talking to the child, helping the child put food on the spoon, feeding the child and making up games and songs about food and eating.

Any spills & messes must be actively cleaned up during meal time as they happen.

## **GENERAL FOOD TIME AND KITCHEN RULES**

Assistance must be given in opening lunch boxes where applicable.

Please do not allow learners to share their food!

Employees are not permitted to share their food with learners.

Employees must be vigilant for choking hazards in the learner's lunch box. Please remove any whole cherries or any other item that you feel presents a choking hazard. Please inform the manager of your actions.

**UNDER NO CIRCUMSTANCES ARE GOB STOPPERS OR SUCKERS ALOUD ON THE SCHOOL PROPERTY. PLEASE REMOVE THESE FROM ANY LEARNER WHO IS SEEN WITH THESE ITEMS!**

Please remove any sweets or fizzy drinks from learners. Please inform parents of our policy concerning healthy lunches.

All meals must be given outside unless it is raining.

Some children have allergies to insect bites, different foods or are vegetarians. As teachers in the classroom please be vigilant at meal times and check the list posted for children with allergies or dietary restrictions. It is your responsibility to convey the importance of this information to any substitute or assistant.

## **TIMETABLES**

The School operates according to a strict set of timetables (class timetables, lunch break timetables and afternoon timetables). It is imperative that class routines and afternoons routines are governed by the implementation of these schedules by all staff members.

## **COMPLETION OF PROJECTS**

The School often engages in long term projects that require follow up on the part of the teachers and assistants beyond the presented daily lesson. An activity is not only about the day's photographs-it is about seeing the project to full fruition. Some activities to be considered a success require follow up by the teachers and assistants. For example, if seeds are planted the teacher and assistant must ensure that the seeds get daily watering to ensure that the plants actually grow. This engagement reflects a deeper understanding of the lessons in question and a commitment to the lesson in question.

## **SWEETS**

We are a sweet free school. Please do not give any children sweets as a reward. do not let any extra mural service providers offer children sweets as a reward.

## **DRESS UP FOR SPECIAL DAYS**

We celebrate specials days such as Spring Day, heritage day, Halloween etc. We encourage our staff members to embrace these fun days by dressing up according to the theme. Please remember no revealing clothing items to be worn.

## **SPELLING OF CHILDREN'S NAMES**

It is essential that children names are spelt correctly wherever it needs to be used. All staff members must ensure that they have checked the spelling of a child's name before using it to label an art work or other document. The class list of correct spelling for names are in the office. We do not call children "princess", sweetie or any gender stereotypical nicknames.

## **BIRTHDAY BOOKS**

New books that are bought on a child's birthday must be added to the "birthday book" list on whats app and left on-top of the bookshelf for use in the new school year.

## **LEAVING CHILDREN**

As a rule GC does not announce the departure of children on their whats app groups or to other parents. As such we do not send photographs or farewells of departing children on the whats app groups.

## **ART WORK & PERSONAL POSSESSIONS FOR A LEAVING CHILD**

All art work, pencil cases and personal possessions (hats, other clothing items) of a child who is leaving must be returned to their parents before their last day.

All art work must be removed from the child's art work boards & returned.

## **SET UP PHOTOGRAPHS**

The day before a lesson is due to be presented the allocated staff members needs to lay out all the materials they need for their lesson and create a set up photograph that conveys the purpose of the lesson in an innovative and creative manner. This "set up" photograph needs to be sent on the managers whats app group on a daily basis. The emphasis here is on preparedness and conveying the activity in an aesthetically pleasing basis.

## **HOW TO TAKE THE CLASS ACTIVITY PICTURES**

The manager is expected to take high quality photographs of the children engaged in their primary work cycle and submit these photographs on the class what's app groups on a daily basis.

By high quality photographs we mean:

- Bright and colorful photographs
- photographs that are taken at the height of the child (NOT from an adults vantage point looking down)

-photographs that only depict happy smiling children engaged in work (no crying children, children resting their heads on the tables etc.)

-photographs of the group as a whole engaged in work-please do NOT take photographs of individual children -photographs that have visually pleasing backgrounds (not taken looking into a light source and not depicting other children not directly involved in the lesson)

The photographs sent on the class what's app group need to comprise of a MAXIMUM of 6 photographs:

1. A set up photograph (this would have been taken the day before)

2. 4 photographs of the children at work (showcasing all the children at work- please be careful not to exclude children from the pictures if possible-you will get phone calls from parents wanting to know why their children were not depicted) As GC follows a rotational work cycle each class teacher will be working with a maximum of 10 children at a time. this means that 2 photographs must be taken from the first group of 10 children and 2 photographs must be taken from the second group of 10 children.

3. The finished product (completed art work, experiment etc.)

Please do NOT submit unapproved videos of the children.

### **PHOTOGRAPHS SENT ON FAMILY GROUPS**

It is imperative that the morning photograph monitor sends photographs of new children who start at the School to their family whats app groups in the morning upon drop off. These photographs must be sent on the family whats app group for at least the first week of a new child starting. The photographs needs to be accompanied by a reassuring message. If a new child is too tearful to be photographed the class teacher must omit the photograph but sill send a message that updates the parents and is reassuring.

If an existing child is tearful upon drop off the class teacher must send a message on the family whats app group to re-assure the parents. If the child is no longer crying the message must be accompanied by a photograph.

Parents should not have to send a message asking how a child who was tearful upon drop off is doing. It is highly encouraged that class teachers regularly take photographs of the children engaged in positive interactions on the playground or else tackling a challenging task such as a puzzle and send them on the family whats app groups. This helps build relationship and rapport with the families.

### **WHATS APP POLICY**

No employee is allowed to discuss any matters relating to their employment on Global Child WhatsApp Group. Only positive, learner centered communication is allowed on this WhatsApp Group.

No exclusive teacher-parent communication is allowed on Whats App. If a parent wants to communicate directly with a teacher about a specific issue, it is the teacher's responsibility to communicate on the parents personal group that includes the Manager & Director.

Parent communication on Whats App must never be of a personal nature. Prolonged conversations are strongly discouraged. Please remember we are their child's teachers and not their friends.

**Professionalism and a polite distance at all times is key.**

Any questions raised by parents on the schools Whats App group or on a family Whats App group that relates to tuition fees, staff composition, staff dismissals/ retrenchments, any incident, concern or problem must only be handled by the Manager or Director. The same applies to any direct communication with the parents that is beyond the normal scope of day to day school happenings.

Please be mindful of your grammar and spelling when communicating with parents. As a teaching professional it is expected that you can communicate coherently and with basic grammar and spelling rules applied.

Please do not post any photographs of crying children

- Audio snippets and videos in all cases must be approved by the Manager or director before posting.

### **GOOD STAFF RELATIONS**

Global Child is a TEAM. Working together toward the same goal, each employee will be expected to enter the facility each day with a positive attitude and to maintain positive staff relations throughout each day. Staff members who are heard to say “that’s not my job” to a peers request for assistance are the antithesis of team players.

### **STAFF INTERACTIONS**

Please note that gossiping is prohibited. Regardless of the conflict or issue among employees, the situation should remain between the parties involved.

Under no circumstances should a parent ever have knowledge of a problem/ conflict/issue among employees.

### **PROFESSIONAL CONDUCT**

Employees of Global Child are to engage in professional conduct at all times. Each employee is a reflection of the school even when they are not at the facility. At any time an employee engages in an activity outside of work that is detrimental to the reputation of the facility (doing drugs, committing violence, breaking the law) disciplinary action up to and including termination will be taken.

## **POLICY AGAINST HARASSMENT**

Harassment of any kind at Global Child is strictly prohibited. If harassment occurs between or among employees, disciplinary action will be taken up to and including termination. Harassment in the workplace is not confined only to sexual harassment, but can take many other forms.

The following is strictly prohibited:

Bullying

spreading malicious rumours, or insulting someone, particularly on gender, race or disability grounds;

ridiculing or degrading someone, picking on them or setting them up to fail; exclusion or victimisation;

unfair treatment, for example, based on race, gender, sexual orientation, pregnancy, age, disability, religion, HIV status, etc;

overbearing supervision or other misuses of power or position;

unwelcome sexual advances;

making threats/comments about job security without foundation;

deliberately undermining a competent worker by overloading and constant criticism;

preventing individuals progressing by intentionally blocking promotion or training opportunities.

Comments or jokes based upon an individual's gender, race, ethnicity, age, sexual orientation or religion.

Negative comments or jokes based upon pregnancy.

Suggestive, offensive or lewd comments actions or propositions against someone in a suggestive manner.

Displaying pornographic images

Physical advancements such as touching, kissing, or brushing up

Global Child is a drug, smoking and alcohol free workplace.



## **NO SMOKING POLICY**

Global Child is fully committed to providing a work environment which supports the employee's well-being and productivity. We have determined it is in the best interest of our employees & children to have a smoke free, tobacco free workplace. Therefore, smoking and the use of all tobacco products (including electronic cigarettes) is prohibited in all areas of the facilities of Global Child including any parking areas, garages, playground and sidewalks outside the school property.

No smoking (even of electronic products) in cars allowed while on school property!

## **BRANCH SWOPS/TRANSFERS**

The Employee agrees that the Employee may be required to work either on a temporary or permanent basis at another Global Child Branch within a 15 km radius of the current branch the Employee is working at.

The Employee agrees that they have familiarised themselves with the locations of all other Global Child branches to this end.

The Employee agrees that the travel distance & travel time is reasonable and that the Employee will make the relevant transportation arrangements to arrive at work on time daily if such a branch transfer occurs.

The Employee agrees that such a transfer may occur at any point during the contracted employment term based upon Global Child staffing or operational requirements and/or other considerations at the discretion of the Employer.

## **POLICY ON SOCIALIZING WITH PARENTS OUTSIDE OF WORK OR ACCEPTING BABY SITTING OR AU PAIR WORK FROM THEM**

Accepting any form of employment from a parent whose child attends the school is considered a conflict of interest & is not permitted under any circumstances.

You are employed in a professional capacity & socializing with parents after hours is considered a conflict of interest & is not permitted.

Employees are not permitted to attend the children's birthday parties or other events hosted by the schools families.

### **ADDITIONAL EMPLOYMENT OUTSIDE OF GLOBAL CHILD**

Additional employment outside of Global Child should not conflict with work time. Additionally, the employee should not engage in any outside employment that would create a conflict of interest nor should the employee solicit business (such as babysitting OR au pairing) from any employees or families at Global Child (past or present). Employees should not distribute sales literature or material on the school premises or to families associated with School.

### **POLICY ON WORKING WITH OTHER PRESCHOOLS**

Creating any educational material or offering consultations to other preschools will be considered as a conflict of interest & is not permitted under any circumstances.

### **FRIENDS, FAMILY AND PARTNERS**

We understand that friends, family and partners are very important to staff members. However no friends, family or partners are permitted to visit staff during work hours. No friends, family and partners are permitted to attend open days or wait inside the school during open days.

## **EMPLOYEE USE OF BLANKETS**

The office and each classroom have been provided with a heater. No employees are permitted to bring blankets to school or to use the schools blankets. Sitting huddled under a blanket leads to passive interaction with children, parents and other staff members. Please rather dress warmly.

## **EMPLOYEE HYGIENE**

There are many reasons proper hygiene should be practiced at all times.

In addition to maintaining a professional appearance, proper hygiene aids in maintaining a clean, sanitized environment. As teachers, we are in close physical proximity to other professionals, parents and learners. We are the role models for the learners in the facility. Daily bathing is mandatory. Please be aware of body odor. We are mindful that there is a wide continuum of standard for body odor, however, in this case, we set the standard for what is acceptable for staff.

Please do not throw any feminine hygiene products such as pads, panty liners and sanitary towels in the toilets as these block the pipes.

Please place these items in a plastic bag and dispose of them in the dustbin.

## **EMPLOYEE POSSESSIONS AND PERSONAL PROPERTY**

Global Child is not responsible for any loss, damage or theft of any personal property employees bring into the workplace.

Employees should take appropriate steps to protect their personal property from loss,

damage or theft. It is recommended that you do not bring large amounts of money or other valuables into the school.

Kindly store all handbags & personal possessions only in your designated locker. Please do not leave handbags, jackets, tablets, laptops, cellphones etc. lying around.

## **EMPLOYEE ATTENDANCE**

For each shift, employees should arrive on time (at least 15 minutes before their shift commences) and be ready to work at the beginning of their scheduled work time. Should a staff member need to call in late, sick or will otherwise not be able to arrive to the facility at the beginning of their scheduled work time, the employee must:

-Contact the director

Call by the previous evening at the latest so that alternative arrangements can be made. -Planned absence such as a doctor's visit should be submitted at least two weeks prior.

## **STUDY LEAVE**

Global Child does not permit exam leave to be taken over and above the day that an exam is scheduled to be written on. Therefore an employee will not be granted permission to any take days off before your exam to study at home.

An employee is required proof of the scheduled exam/s on the official university letter head (Global Child reserves the right to contact the university to verify the authenticity of this information). The official exam schedule must be submitted at least 1 month before the employee is scheduled to write an exam. Study leave is considered unpaid leave.

## **LUNCH BREAKS & FOOD/DRINK CONSUMPTION**

Depending on the number of hours that you work in a day, you may be scheduled for a lunch break.

No lunch may be eaten in the classrooms/ sleep room only in the allocated position in each school.

Hot beverages are NOT prohibited in the school!

If you are working a full day shift you may go to the shops during your lunch break. Your fellow teachers will be waiting for you to return so please be considerate.

Please do not consume unhealthy food items within sight of parents and children (this includes fast food, crisps, energy drinks, sweets or chocolates)

Parents may not be received by a staff member holding any beverage or food item.

## **CONFIDENTIAL & PROPRIETARY INFORMATION**

Employees must maintain a high level of sensitivity to information about the school, business partners, company/financial information and families at Global Child. Employees should never discuss confidential information to anyone inside or outside of the school.

Employees are prohibited from speaking with a parent about any child that is not their own daughter or son. Additionally, when speaking about a child to their parent, only that parent should be near enough to hear the information. If a conference is necessary, the employee should schedule this with the manager or Director. This policy regarding confidentiality is set forth in order to protect the employees, families and children at Global Child.

## **VIDEO TAPING, PHOTOGRAPHING & AUDIO RECORDING OF SCHOOL ACTIVITIES**

Engaging in the unauthorised video taping, photographing or audio recording of any School activities without the express written consent of the Director/s is strictly prohibited and will be considered a breach of the rights & confidentiality of Global Child, its staff and its clients. This restriction includes, but is not limited to, the unauthorised photographing, audio recording or visual recording of staff meetings, staff conversations, parent meetings, parent conversations, staff interactions, staff-parent interactions & staff- child interactions. The Employee agrees that such behaviour may potentially be either a civil or criminal violation of the rights of both Global Child &/or its clients & staff.

## STAFF EARLY COMING & LATE LEAVING

Just as at any other establishment excessive early coming (arriving more than 40 minutes before opening time & excessive late leaving-leaving later than 10 minutes after the last child has left is strictly prohibited without prior arrangement with the Director/s.